

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: NEW
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 358 REQUEST FOR BASIC PEACE OFFICER CERTIFICATE TEMP	EFFECTIVE DATE: 04/24/03

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	<u>MANDATORY REVIEW DATE</u>	<u>04/24/04</u>

PURPOSE

To establish guidelines for requesting a Commission on Peace Officers' Standards and Training (POST) Peace Officer Basic Certificate, as a condition of employment for Correctional Peace Officers, and Forensic Specialists within the Department.

To ensure such requests are in compliance with procedures established by the Commission on Peace Officers' Standards and Training (POST).

AUTHORITY

NRS 209.131
NRS Chapter 289
NAC, Chapter 289

RESPONSIBILITY

It is the responsibility of the Department Personnel Division, and the EEO and Professional Development Division to administer and comply with this regulation.

The Wardens and Division Heads shall be responsible for ensuring enrollment of all Department employees in the Correctional Employee/Officer Basic Training Academy (PST).

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections (NDOC).

DEPARTMENT FILE – The Personnel, Medical, and Payroll files maintained by the Personnel Division within the Nevada Department of Corrections Personnel Office in Carson City.

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DIVISION HEAD – Those individuals responsible for the major divisions of the Department, Such as Personnel; EEO and Professional Development; Inmate Services; Fiscal; Inspector General; Procurement; Accounting; Offender Management; Stores; and Medical.

EEO/EMPLOYEE DEVELOPMENT AND EMPLOYEE RELATIONS DIVISION – The EEO and Training Division within the Nevada Department of Corrections.

PEACE OFFICER – Positions designated pursuant to the definitions contained in, NRS 169.125; NRS 289.010; NRS 289.480; NAC 289.060, inclusive.

WARDEN – The administrative officer in charge of an institution of the Department.

APPLICABILITY

This regulation applies to all Peace Officers employed by the Department.

PROCEDURES

358.01 PHYSICAL FITNESS TEST BATTERY

1.1 A POST Physical Fitness Test Battery (AD-2B) form shall be completed for each applicant performing the peace officer physical fitness test. This form shall be completed by Department Personnel Division staff after the administration of the POST Physical Fitness test.

1.1.1 Each section of the AD-2B form must be complete.

1.2 Upon completion of this form, the Department Personnel Division representative must initial the score recorded in the actual performance box.

1.3 The original and a copy will be forwarded to the Department Personnel Division in Carson City, and a copy retained by the regional Department Personnel Division representative.

358.02 PERSONNEL ACTION REPORT (PAR)

1.1 The Department Personnel Division shall ensure the completion of a POST Personnel Action Report (AD-1, PAR) form. The PAR form will be completed for each of the following transactions:

- New hires, reinstatements, rehires;
- Promotions or demotions;
- Transfers to and from a Department peace officer (custody) position; and
- Terminations.

1.2 The PAR forms must be completed in their entirety.

1.3 The original PAR form shall be forwarded to the Department Personnel Division in Carson City for maintenance in the Department File.

1.4 A copy will be forwarded to the EEO and Professional Development Division for retention in the Training File.

358.03 CHILD SUPPORT INFORMATION

1.1 The Department Personnel Division shall ensure that the employee completes a POST Child Support Information (AD-2A) form upon hire, reinstatement, rehire, or transfer into a (custody) peace officer position.

1.2 The original AD-2A form shall be forwarded to the Department Personnel Division in Carson City for maintenance in the Department File.

1.3 A copy will be forwarded to the EEO and Professional Development Division for retention in the Training File.

358.04 REQUEST FOR PEACE OFFICER BASIC CERTIFICATE

1.1 The Department and POST regulations require all Department employees attend the Department's Correctional Employee/Officer Basic Training (PST) within their first year of employment. Peace Officers must attend the first available PST within their region.

1.2 The original AD-2B, AD-1, and AD-2A forms forwarded to the Department Personnel Division shall be maintained in a pending file until the EEO and Professional Development Division forward the Department Certificate of Completion along with a Request for Peace Officer POST Basic Certificate (AD-2) form to the Department Personnel Division in Carson City upon successful completion of the PST.

1.3 The Department Personnel Division shall compile into one packet, as follows:

- Original – Physical Fitness Evaluation (Form AD-2B);
- Original – Personnel Action Report (Form AD-1);
- Original – Child Support Information (Form AD-2A);
- Copy – Department’s Certificate of Completion (PST); and
- Original – Request for Peace Officer Basic Certificate.

1.4 The completed packet will be forwarded to the POST Commission requesting the issuance of the POST Peace Officer Basic Certificate.

1.4.1 Copies will be retained by the Department Personnel Division.

358.05 RECEIPT OF BASIC CERTIFICATES

1.1 Upon receipt of the POST Peace Officer Basic Certificate, the Department Personnel Division shall prepare a Department POST Basic Certificate Receipt Log Sheet.

1.1.1 The Department Personnel Division shall retain a copy for their file.

1.2 The original POST Basic Certificate along with the Department POST Basic Certificate Receipt Log Sheet shall be hand-carried to the EEO and Professional Development Division in Carson City.

1.2.1 The log shall be signed by a representative of the EEO and Professional Development Division acknowledging receipt of the POST certificates.

1.2.2 The Department Personnel Division shall retain this log.

1.3 The EEO and Professional Development Division will retain a copy of the certificate in the regional training and employee development file and shall ensure distribution of the Basic certificate.

REFERENCES

None

ATTACHMENTS

POST Personnel Action Report (AD-1)
POST Request for Peace Officer Basic Certificate (AD-2)
POST Child Support Information (AD-2A)
POST Physical Fitness Test Battery (AD-2B)
Department Physical Examination Release
Department Certificate of Completion

Employee Physical Fitness Memorandum
Department P.O.S.T. Basic Certificate Receipt Log Sheet

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.